

## SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **ATTENDANCE SUPERVISOR**

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Jurisdictional Class: **Competitive**

Date Adopted: **6/13/03**

Date Revised:

Jurisdictions: **Schools**

Union Status:

Pay Grade: **Varies**

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**DISTINGUISHING FEATURES OF THE CLASS:** Work involves the recording and investigation of pupil absences from school or class. Involves communication with pupils, parents and school administrators requiring tact and courtesy. Work is generally performed independently; difficult cases and policies are under the general supervision of a supervisor. Does related work as required.

**TYPICAL WORK ACTIVITIES:** (Illustrative Only)

Receives notification of pupils absent from school or class and keeps record of such;

Reviews schedules and activities to determine need for pupil absences;

Keeps record of VOTEC students' attendance;

Completes suspension and detention records and forwards to appropriate personnel;

Communicates with parents, guardians, teachers, administrators or others regarding student absences;

Copies and distributes records;

Communicates to appropriate office personnel the arrival and/or departure of students;

Completes needed paperwork for students being readmitted to class;

Produces reports related to student attendance.

**FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES AND PERSONAL**

**CHARACTERISTICS:** Good knowledge of the compulsory education law; working knowledge of the techniques involved in making routine investigations; ability to evaluate and analyze facts; ability to establish and maintain effective working relationships with students, families and school personnel; good verbal and written communication skills; courtesy and tact.

**MINIMUM QUALIFICATIONS:**

Graduation from high school or possession of a high school equivalency diploma and two (2) years of experience working in a school district with students.

**NOTE:** Part-time employment can be pro-rated to count towards fulltime (Example: six (6) months PT equals three (3) months FT) and a higher level of education can be pro-rated for experience up to a year.